



Serving the communities of Chanhassen, Chaska, Carver, and Victoria
A nonprofit organization, 501(c)(6)

JOB DESCRIPTION

Title: Events & Marketing Coordinator; Full-time/In-person @ office—not remote; Salary Range \$43,000—\$47,000 Annually plus benefits, mileage reimbursement, cell phone stipend, and bonus opportunities.

Reports to: Executive Director

Qualifications: Ideal candidate will possess a degree in a related field of study and/or have 3 years of experience in project/event management & marketing. Must be professional during all communication (e.g. in-person, staff, prospective and current members, City/State officials, meetings, phone, email). Experience using social media (e.g. Facebook, Instagram, Twitter, LinkedIn), Zoom, Microsoft, Video Creation/Editing, & CRM software programs (Chamber uses ChamberMaster). Creative Design/Newsletter Copy Writing. Experience working with volunteer committees.

Position Summary: The Events & Marketing Planner is responsible for successfully planning, marketing, and executing the Chamber's events and programs—which includes meeting attendance and budget expectations. This position reports directly to the Executive Director. The Events & Marketing Planner is responsible for the coordination and motivation of volunteers in addition to the timeline, tasks, and details involved with each event or program.

Major Job Responsibilities:

- Plan, market, and execute Chamber Events:
- Develop positive relationships with event sponsors, vendors, & other key stakeholders. Oversee and coordinate Chamber Brand, social media, as well as sponsorships/bundles.
- Acts as the primary staff liaison for the First Responders Luncheon, Taste of Chaska, Annual Golf Classic, and Celebration Gala Committees.
- Other job-related duties as assigned by the Executive Director or developed in the Chamber's Strategic Plan.

Knowledge, Skills, Abilities:

- Requires outstanding written/verbal & interpersonal communication skills and attention to detail.
- Represent the Chamber in a professional & enthusiastic manner—consistent with the Chamber's mission/values.
- Manage multiple projects simultaneously and accurately.
- Problem solve & react quickly and resourcefully to problems and situations as they arise.
- A sense of community, high energy, enthusiasm, and creativity . . . a committed Team Player.
- Occasional weekend & evening hours and flexibility in work schedule.
- Reliable transportation
- Ability to lift & move objects up to 50 pounds.

How to Apply: Please submit your resume to the SouthWest Metro Chamber of Commerce via email: steve@swmetrochamber.com

12/11/2023